



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Purchase Request Policy
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Fiscal Manager Administration
ORIGINAL DATE ADOPTED:	February 13, 2020
LATEST EFFECTIVE DATE:	March 22, 2022
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	700-005

**A. PURPOSE**

To outline the process of completing and managing Purchase Requests by Health Department employees.

**B. POLICY**

Canton City Public Health will follow all guidelines outlined by the City Auditor’s office when creating purchase requests.

**C. BACKGROUND**

The City Auditor’s office works with the Health Department’s Fiscal Manager to help maintain the procedure for creating purchase orders. These procedures must be adhered to by Health Department employees.

**D. GLOSSARY OF TERMS**

**Fiscal Manager** – Any place where Fiscal Manager is written, this includes Fiscal Manager or designee.

**Purchase order (PO)** – A document authorizing the purchase of goods or services.

**Purchase request** – A document detailing what items and services are required, the quantity, vendor and associated costs. Once approved it comes a purchase order.

**E. PROCEDURES & STANDARD OPERATING GUIDELINES**

PROCEDURE FOR CREATING PURCHASE REQUESTS

If a division needs to order supplies, equipment, vehicles, or other needed supplies and services provided to the health department, then a purchase request would be initiated by the Division Leader or their designee. **All purchase requests must be completed before goods are purchased or services are provided.** This is a requirement by the City’s Auditor’s office and the Ohio Administrative Code.

Below are the steps for completing a purchase request.

- a) Complete purchase request. Refer below to the instructions on “How to complete a purchase request”.
- b) The purchase request is given to the Fiscal Manager either by hard copy or by e-mailing it to the Fiscal Manager in an Excel document (do not e-mail pdf versions of the purchase request).
- c) The Fiscal Manager checks the purchase request for accuracy, if this is a new vendor, or if there needs to be a transfer request completed.
- d) If a new vendor, the person completing the purchase request contacts the vendor to get a current W-9 form. The W-9 must be the most current W-9 form available as part of this policy as 700-005-02-F\_Blank W-9 Form with Instructions. The W-9 should be dated within the current calendar year and completely filled out. If you are unsure of what needs to be completed, check with the Fiscal Manager. The completed, signed and



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dated W-9 on the most current W-9 form available is e-mailed to the Fiscal Manager (do not give hard copies to the Fiscal Manager).

The Fiscal Manager will then e-mail the W-9 to the auditor's office to add as a new vendor. The auditor's office will e-mail the Fiscal Manager with the new vendor number once the vendor has been added into the accounting system.

- e) A transfer request is needed if there are not enough funds in a specific line item account. If a transfer is needed, the Fiscal Manager would complete 700-005-03-F\_Auditor's Office Transfer Request Form. Once completed, the Health Commissioner would sign off on the transfer request. The Fiscal Officer will e-mail the approved transfer request to the assigned auditor's office employee. The auditor's office does not notify the Fiscal Manager when the transfer has been completed. The Fiscal Manager periodically checks the accounting system to see if the transfer has been completed.
- f) The Fiscal Manager completes section E of the 700-005-01-F\_Purchase Request Form (with the exception of the signature and date). The Fiscal Manager then forwards the purchase request to the Health Commissioner for approval. The Health Commissioner reviews the purchase request for accuracy and appropriateness of the requested purchase. If there are further questions in regard to the purchase request, the Health Commissioner contacts the Fiscal Manager or the Division making the request.
- g) Once approved by the Health Commissioner, the purchase request is signed and dated by the Health Commissioner. The approved purchase request is sent back to the Fiscal Manager.
- h) The Fiscal Manager enters the purchase request into the accounting system. If the purchase request is for IT items (i.e. computer, laptop, etc.), the IT department approves the purchase request before the auditor's office approves the purchase request. The auditor's office approves the purchase request, which now becomes a Purchase Order (PO). The auditor's office does not notify the Fiscal Manager when the PO is approved. The Fiscal Manager periodically checks the accounting system to see if the PO has been approved. The Fiscal Manager then scans and e-mails the PO's to the appropriate division and employee.
- i) Refer to 800-012-P\_Travel Authorization Policy for the Travel Authorization forms which serve as purchase requests for authorized travel.

#### HOW TO COMPLETE A PURCHASE REQUEST

These are the following guidelines on how to complete 700-005-01-F\_Purchase Request Form. This form must be completed in the Excel document and not handwritten.

#### Section A – Vendor Information

- **Vendor name** – Put the name of the vendor to whom you would like the PO to be made out too. If this is a new vendor, a W-9 from the vendor would need to be e-mailed to the Fiscal Manager. If you are unsure if this is a new vendor, please check with the Fiscal Manager. If a new vendor, you would need to request from the vendor a current W-9. The most current W-9 form available is part of this policy as 700-005-02-A\_Blank W-9 Form with Instructions. The W-9 should be dated within the current year.
- **Address, City State and Zip** – Put the remittance address that checks will be sent too. If you do not know this, you can leave it blank.



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### Section B – Item Information

- a) **Quantity** – For supplies or capital items, put the number of items you plan to purchase. For service, put one (1) if there is set fee or put the number of months if there are charges per month.
- b) **Item No** – If there is an item number, put this number here.
- c) **Description** – Put the description of each item, one per line.
- d) **Amount** – Put the amount of service or supply here.
- e) **Total** – This is automatically calculated by multiplying the quantity by the amount. You cannot change this formula.
- f) **Shipping & Handling Charges** – If there are shipping and handling charges associated with your order or service, put the amount in this box.

### Section C – Special Instructions

Put the fund or grant for the purchase request. This section can also be used to put any special instructions for the Fiscal Manager to know.

### Section D – Division Approval

- a) **Division name** – Use the drop-down menu to click on your division.
- b) **Purpose** – Brief purpose of what the purchase request is for (i.e. Water testing supplies, CHW contract, HIV advertising, Recycle Center supplies, etc.).
- c) **Do you need this ASAP?** – Use the drop-down menu to click on yes or no. If you click yes, this purchase request will have priority over purchase requests that are marked with no. **Only use this designation if you truly need this completed at the earliest possible date.**
- d) **Date wanted PO by** – Put in the date that you would like to receive your PO by. This needs to be completed even if your select YES for ASAP.
- e) **Approved by and date** – Sign and date the purchase request. If e-mailing the purchase request to the Fiscal Manager, please type in the person’s name (or insert their signature) approving the purchase request and the date the purchase request was approved.

### Section E – Office Use

This section is to be completed by the Fiscal Manager or designee. The person completing the transfer request **does not** write in this section.

- a) **Does this require a transfer request?** – If a transfer (within a fund) requires a transfer, a request is made to the auditor’s office by e-mail.
- b) **Date transfer sent to auditor’s office** – The date the transfer was e-mailed to the auditor’s office will be put here.
- c) **Is this a new vendor?** – If this is a new vendor, the Fiscal Manager or designee will e-mail a vendor W9 to the auditor’s office.
- d) **Date W-9 was sent to auditor’s office** – The date the W-9 was e-mailed to the auditor’s office will be put here.
- e) **Fund Number(s)** – The Fiscal Manager or designee will complete the correct fund, organization and account numbers for the purchase request.
- f) **Approved by and date** – The Health Commissioner will sign and date the purchase request if approved. When the Health Commissioner is off, he/she may give permission to the Fiscal Manger to approve the purchase request.



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**F. CITATIONS & REFERENCES**

n/a

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Christi Allen, Fiscal Manager

**H. APPENDICIES & ATTACHMENTS**

N/A

**I. REFERENCE FORMS**

700-005-01-F\_Purchase Request Form

700-005-02-F\_Blank W9 Form with Instructions

700-005-03-F\_Auditor’s Office Transfer Request Form

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes
01/25/2021	01/25/2021	Christi Allen	Revised “E. b)” and “E. Section D. e)” to include the option to e-mail purchase requests to the Fiscal Manager.
03/22/2022	03/22/2022	Christi Allen	Revised E.b, E.d and E.h with some minor changes.

**K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.